EXHIBIT 300   **UII 020-000016227**

Exhibit 300: Capital Asset Summary

Part I: Summary Information And Justification (All Capital Assets)

Section A: Overview & Summary Information

Date Investment First Submitted: 2009-06-30
Date of Last Change to Activities:
Investment Auto Submission Date: 2012-02-29
Date of Last Investment Detail Update: 2012-04-25
Date of Last Exhibit 300A Update: 2012-08-28
Date of Last Revision: 2012-08-28

Agency: 020 - Environmental Protection Agency   **Bureau:** 00 - Agency-Wide Activity

Investment Part Code: 01

Investment Category: 00 - Agency Investments

1. Name of this Investment: PPL-HR - PeoplePlus-Human Resources

2. Unique Investment Identifier (UII): 020-000016227

Section B: Investment Detail

1. **Provide a brief summary of the investment, including a brief description of the related benefit to the mission delivery and management support areas, and the primary beneficiary(ies) of the investment. Include an explanation of any dependencies between this investment and other investments.**

   PeoplePlus-HR (PPL-HR) [formally known as HR Pro], the HR and benefits components of Peoplesoft, forms the core functionality of EPA HR systems supporting human capital management. The PPL-HR application is a solution for managing employee's federal HR lifecycle. It automates many administrative tasks that require a great deal of time, allowing HR staff to focus on core business functions. By streamlining the majority of administrative task, HR Managers can focus on strategic activities such as recruitment, workforce planning & competency management to align employee skills with organizational objectives. This investment is currently in the O&M lifecycle. EPA has developed a strategy for migrating HR IT data/system functionality to a Human Resource Line of Business (HRLoB) Shared Service Center (SSC) which began in FY2011. A strategy is planned for transitioning EPA historical records from the current Peoplesoft production IT system to the Federal Personnel and Payroll System (FPPS) at the Department of Interior. Derived benefits of this migration strategy will be to align with Federal HR LoB requirements, enhance HR processing and reports management, and provide a workflow solution to improve Agency HR processing efficiencies. In FY2013 & FY2014, additional funding will be requested to cover continuing PPL-HR migration activities and decommission of the current system.

EXHIBIT 300   **UII 020-000016227**

2. **How does this investment close in part or in whole any identified performance gap in support of the mission delivery and management support areas? Include an assessment of the program impact if this investment isn't fully funded.**

    This investment supports the Agency mission and published strategic goals to promote efficient and effective HR IT system solutions. The President s Management Agenda (PMA) and the Office of Personnel Management (OPM), Human Resources Line of Business (HRLoB) require federal agencies select Shared Service Centers (SSC) to manage its HR personnel and payroll services. The Agency selected a Human Resources (HR) SSC to serve as their provider ensuring standardization of the federal HR functions to improve effectiveness, reduce costs, and provide better service and value to stakeholders. Based on EPA's business needs, a provider was selected who had proven best practices for standardizing HR operations, policies and procedures, and simplified and better integrated payroll, human resources, and finance functions.   In support of the HRLoB, EPA chose the Department of Interior National Business Center (DOI-NBC), as their HR provider. DOI-NBC's HR technology offers HR transactional processing, compensation management and payroll processing, benefits administration, time and attendance, and HR reporting. The PeoplePlus Human Resources System is co-owned by OCFO and OARM. PPL-HR provides personnel transactional support, and is the system of record for HR and benefit actions. PPL-HR interfaces HR action data to the DOI-DFAS payroll system to ensure Agency employees are paid accurately. In addition to EPA migrating its personnel functions to NBC s Federal Personnel Payroll System (FPPS), the payroll and time and attendance functions will be migrated from DFAS and PeoplePlus to NBC s hosted FPPS and Kronos webTA. Successful migration of all components is dependent on a well planned strategy and execution.   An internal assessment of the Agency's inability to fully fund this investment has determined that EPA would be subject to varied risk and IT system lifecycle vulnerabilities associated with maintaining a viable HRIT system that supports necessary technological advancements and employee HRIT support services; in addition, affects our ability to confirm with OMB and OPM mandated requirements for Agencies to migrate their HRIT systems to shared service centers.

3. **Provide a list of this investment's accomplishments in the prior year (PY), including projects or useful components/project segments completed, new functionality added, or operational efficiency achieved.**

    Completion of a fit gap analysis with DOI-NBC; development of an integrated project plan; signed interagency agreement; established project charter; draft communications strategy; first cut at data mapping/data clean-up strateg; draft risk management plan. EPA is working very closely with representatives from the Office of Personnel Management and the Department of Interior, National Business Center to follow necessary Agency migration reporting requirements.   EPA has implemented weekly, biweekly, and monthly business meetings with various partners to support of the full migration strategy, implemented various forms of communication outreach vehicles for engaging Agency-wide employees, and has continued to receive support from EPA key senior officials for process success and checkpoint approvals.   PPL-HR maintained the DOD-DFAS interfaces; supported EPA SSC training; HR transaction and pay issue resolutions.

4. **Provide a list of planned accomplishments for current year (CY) and budget year (BY).**

Current year planned list of phased approach pre-migration accomplishments are as follows:
-An Interagency Agreement was signed in May 2011 between EPA and DOI-NBC for HR and Payroll to begin preliminary planning and pre-migration activities to align with NBC systems. -Two Kick-Off meetings were held. One focused on HR functions and pre-migration business processes per NBC lead direction. The second Kick-Off meeting focused on the identification and formulation of various workgroups and project executive sponsors (representatives from the three primary AAs (OARM, OCFO, OEI)) in support of this effort.   -Development of key project management documentation such as the project charter, integrated project plan, communications strategy, and first newsletter and HR LoB blog to go live soon. The use of Quickr serving as the project s central data repository is critical support resources for EPA and NBC to jointly manage EPA s migration efforts.   -Development of an integrated project plan (phased approach) references joint activities required by representatives of the AAs offices listed above and consist of required project planning activities, ongoing planning meetings between EPA (key stakeholders, management officials, project leads, and workgroup members) and implementation of funding approval checkpoints.   -Significant progress has been made in establishing required documentation (MOU, ISA) for a secure method of transferring files from/to EPA and NBC. Our current payroll providers, DFAS, has also been notified and are preparing a cost estimate for establishing a direct link with NBC and transferring payroll files for necessary comparisons and parallel processing to identify discrepancies.   -Preliminary data mapping identification activities have occurred. -Various internal briefings held between the project executive sponsors and project managers with Agency senior management to provide project briefings and next steps.   Budget year planned list of phased approach migration accomplishments are as follows: -Renewal of required interagency agreement documents will be developed. -Continuation of developing migration documentation for EPA and OPM reporting. -Various forms of communication efforts identified above will continue in support of the project. -Design, development, and system testing will be executed.   -Implementation and post-implementation activities. -EPA migration to NBC system by May 2013.

5. **Provide the date of the Charter establishing the required Integrated Program Team (IPT) for this investment. An IPT must always include, but is not limited to: a qualified fully-dedicated IT program manager, a contract specialist, an information technology specialist, a security specialist and a business process owner before OMB will approve this program investment budget. IT Program Manager, Business Process Owner and Contract Specialist must be Government Employees.**

2011-07-12

EXHIBIT 300   **UII 020-000016227**

Section C: Summary of Funding (Budget Authority for Capital Assets)

1.

Table I.C.1 Summary of Funding				
	PY-1 & Prior	**PY 2011**	**CY 2012**	**BY 2013**
Planning Costs:	$1.3	$0.0	$0.0	$0.0
DME (Excluding Planning) Costs:	$1.5	$0.0	$0.0	$0.0
DME (Including Planning) Govt. FTEs:	$0.0	$0.0	$0.0	$0.0
Sub-Total DME (Including Govt. FTE):	$2.8	0	0	0
O & M Costs:	$34.0	$6.9	$6.9	$8.1
O & M Govt. FTEs:	$4.3	$0.8	$0.8	$0.9
Sub-Total O & M Costs (Including Govt. FTE):	$38.3	$7.7	$7.7	$9.0
Total Cost (Including Govt. FTE):	$41.1	$7.7	$7.7	$9.0
Total Govt. FTE costs:	$4.3	$0.8	$0.8	$0.9
# of FTE rep by costs:	34	7	7	7

Total change from prior year final President's Budget ($)		$0.0	$0.0	
Total change from prior year final President's Budget (%)		0.00%	0.00%	

2. If the funding levels have changed from the FY 2012 President's Budget request for PY or CY, briefly explain those changes:

EXHIBIT 300   **UII 020-000016227**

Section D: Acquisition/Contract Strategy (All Capital Assets)

Table I.D.1 Contracts and Acquisition Strategy											
Contract Type	EVM Required	Contracting Agency ID	Procurement Instrument Identifier (PIID)	Indefinite Delivery Vehicle (IDV) Reference ID	IDV Agency ID	Solicitation ID	Ultimate Contract Value ($M)	Type	PBSA ?	Effective Date	Actual or Expected End Date
Awarded	6800	EPW11061									

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:

Earned value management is not required for contract# GS06F0224Z. This contract supports operations and maintenance for the PPL-HR system.

EXHIBIT 300   **UII 020-000016227**

Exhibit 300B: Performance Measurement Report

Section A: General Information

Date of Last Change to Activities:

Section B: Project Execution Data

Table II.B.1 Projects

Project ID	Project Name	Project Description	Project Start Date	Project Completion Date	Project Lifecycle Cost ($M)
	NONE				

Activity Summary

Roll-up of Information Provided in Lowest Level Child Activities

Project ID	Name	Total Cost of Project Activities ($M)	End Point Schedule Variance (in days)	End Point Schedule Variance (%)	Cost Variance ($M)	Cost Variance (%)	Total Planned Cost ($M)	Count of Activities
	NONE							

Key Deliverables

Project Name	Activity Name	Description	Planned Completion Date	Projected Completion Date	Actual Completion Date	Duration (in days)	Schedule Variance (in days)	Schedule Variance (%)
				NONE				

EXHIBIT 300   **UII 020-000016227**

Section C: Operational Data

				Table II.C.1 Performance Metrics				
Metric Description	**Unit of Measure**	**FEA Performance Measurement Category Mapping**	**Measurement Condition**	**Baseline**	**Target for PY**	**Actual for PY**	**Target for CY**	**Reporting Frequency**
Review, streamline, and implement EPA HRLoB strategy by the end of 4th Qtr.	Percent Change	Mission and Business Results - Management of Government Resources	Under target	80.000000	90.000000	90.000000	100.000000	Quarterly
Successfully transfer HR data via interface to new HR LoB SSC by the end of 4th Qtr.	Percent Change	Technology - Information and Data	Under target	80.000000	85.000000	85.000000	100.000000	Quarterly
Reduce the number of transactions returned by DFAS due to interface issues reported monthly.	Transaction Number Change	Process and Activities - Quality	Under target	250.000000	100.000000	75.000000	150.000000	Monthly
Reduce annual system maintenance cost by the end of the 4th Quarter.	Percent Change	Technology - Effectiveness	Over target	40.000000	40.000000	38.000000	50.000000	Quarterly
Increase the amount of standard/canned reports available to the EPA HR/PMO community by the end of 4th Qtr.	25 Reports is the maximum number of canned reports	Customer Results - Service Quality	Under target	12.000000	15.000000	14.000000	20.000000	Quarterly
Ensure that all EPA personnel data is stored, retieved and tracked in HRLoB Shared Service Center (SSC) HR system by the end of 4th Qtr.	Percent Change	Process and Activities - Productivity	Over target	60.000000	70.000000	0.000000	100.000000	Quarterly
Reduce annual contract support cost by the end of 4th Qtr.	Percent Change	Technology - Technology Costs	Under target	60.000000	60.000000	0.000000	50.000000	Quarterly

EXHIBIT 300   **UII 020-000016227**

Table II.C.1 Performance Metrics

Metric Description	Unit of Measure	FEA Performance Measurement Category Mapping	Measurement Condition	Baseline	Target for PY	Actual for PY	Target for CY	Reporting Frequency
De-commission the PPL System for HR use 6 months after the HRLoB Implementation.	Number	Mission and Business Results - Management of Government Resources	Over target	60.000000	60.000000	0.000000	60.000000	Semi-Annual